

## ACH CREDIT PAYMENT INSTRUCTIONS

To initiate an ACH Credit business tax payment:

You must:

- Contact your bank to initiate an ACH Credit payment transaction.
- Require your bank to follow these ACH Credit Payment Instructions.
- Initiate your ACH Credit payments at least one day before the tax due date to be considered timely and avoid penalty and interest. Tax due dates are available at [tax.iowa.gov/filing-frequencies-and-return-due-dates](http://tax.iowa.gov/filing-frequencies-and-return-due-dates)

Your bank must:

- Send your ACH Credit payment to the following bank account:  
Bank: Wells Fargo Bank of Iowa, N.A.  
Routing number: 073000228  
Account name: State of Iowa Tax Payments  
Account number: 0007031934  
Bank address: 666 Walnut St., Des Moines, IA 50309
- Include a variable length Addendum Record with each ACH Credit payment. The required format of the ACH Credit Addendum Record is shown on the following 3 pages.

You may:

- Request your bank to submit a \$0.01 Pre-Note transaction to ensure that your payments are being sent and received in the required format.
- Call our EFT toll-free helpline at 855-314-4692 to verify that the Pre-Note was received correctly.

**Questions?** Phone: 855-314-4692

Fax: 515-281-5830

E-mail: [idreft@iowa.gov](mailto:idreft@iowa.gov)

## REQUIRED ACH CREDIT ADDENDUM RECORD FORMAT

Your bank must submit a variable ACH Credit addendum record in the format shown below:

Segment Identifier:	TXP	3 alphanumeric	Start position 4
Separator:	*	1 character	
Taxpayer ID:	xxxxxxxxxxxxxxxx	15 alphanumeric	
Separator:	*	1 character	
Tax Type Code:	xxxxx	5 alphanumeric	
Separator:	*	1 character	
Tax Period End Date: YYMMDD 6 numeric date			
Separator:	*	1 character	
Amount Type Code:	T	1 alphanumeric	
Separator:	*	1 character	
Amount:	\$\$\$\$\$\$\$cc	2 to 10 numeric	Tax Amount Due
Separator:	*	1 character	
Amount Type Code:	P	1 alphanumeric	
Separator:	*	1 character	
Amount:	\$\$\$\$\$\$\$cc	2 to 10 numeric	Optional (Penalty)
Separator:	*	1 character	
Amount Type Code:	I	1 alphanumeric	
Separator:	*	1 character	
Amount:	\$\$\$\$\$\$\$cc	2 to 10 numeric	Optional (Interest)
Separator:	*	1 character	
Taxpayer Verification:	xxxxxx	1 to 6 alphanumeric	Optional
Segment Terminator:	\	1 character	

---

**79 character maximum**

## ACH CREDIT ADDENDUM RECORD FORMAT DEFINITIONS

### Segment Identifier:

- TXP identifies the transfer as a Tax payment.

**Taxpayer ID:** The number assigned by the Iowa Department of Revenue that identifies your business tax account. Your tax ID or your permit number is used to submit returns and pay business tax to the state of Iowa. Do not include hyphens or empty spaces.

- **Withholding taxpayers:** Enter your Iowa Withholding Permit Number in the ACH Credit Addendum Record. The Department will accept both your existing 12-digit ID or your new 9-digit ID.  
You must enter 3 zeros in front of your 12-digit Withholding Permit Number or enter 6 zeros in front of your 9-digit Withholding Permit Number in order to fill the 15- digit Taxpayer ID character field. [Learn more](#) about withholding permit numbers.
- **Sales, Retailer's Use, Consumer's Use, Water Excise and Motor Fuel taxpayers:** You must use your registered Permit Number in the ACH Credit Addendum Record. You enter 6 zeroes in front of your 9-digit Permit Number in order to fill the 15-digit Taxpayer ID character field.
- **Corporation taxpayers:** You must use your registered Corporate Tax ID number in the ACH Credit Addendum Record. You must enter 6 zeroes in front of your 9-digit Corporate Tax ID Number in order to fill the 15-digit Taxpayer ID character field.

**Tax Type Code:** This is the type of tax you are paying. You will not receive credit for your payment if it is paid under the wrong tax code.

00011	Withholding Tax
00300	Sales, Retailer's Use, Consumer's Use, and Water Excise Tax
00050	Motor Fuel Tax
00240	Corporation Tax

**Tax Period End Date:** This is the period for which the tax is being paid.

- Enter the date in this format: YYMMDD

**Amount Type Code:**      **T** = Tax      **P** = Penalty    **I** = Interest

**Amount:** These are 10-digit variable length fields. The amounts entered must sum to the total of the funds transferred. Do not use any dollar signs or decimals in the amount field. Enter a **\$100.00** amount payment in this format: **10000**

**Taxpayer Verification:** This is the first six letters of your company name.

## EXAMPLES OF ACH CREDIT ADDENDUM RECORD FORMAT

### **Withholding Tax payments:**

When using all fields (if you are paying Tax, Penalty and Interest)

TXP\*000123456789001\*00011\*191231\*T\*1210050\*P\*105000\*I\*16000\*WXYZCO\

Or the shortened version (when you are paying Tax only)

TXP\*000123456789001\*00011\*191231\*T\*1210050\*WXYZCO\

### **Sales, Retailer's Use, Consumer's Use or Water Excise Tax payments:**

When using all fields (when you are paying Tax, Penalty and Interest)

TXP\*000000123456789\*00300\*191231\*T\*1210050\*P\*105000\*I\*16000\*WXYZCO\

Or the shortened version (when you are paying Tax only)

TXP\*000000123456789\*00300\*191231\*T\*1210050\*WXYZCO\

### **Motor Fuel Tax payments:**

When using all fields (when you are paying Tax, Penalty and Interest)

TXP\*000000123456789\*00050\*191231\*T\*1210050\*P\*105000\*I\*16000\*WXYZCO\

Or the shortened version (when you are paying Tax only)

TXP\*000000123456789\*00050\*191231\*T\*1210050\*WXYZCO\

### **Corporation Tax payments:**

When using all fields (when you are paying Tax, Penalty and Interest)

TXP\*000000123456789\*00240\*191231\*T\*1210050\*P\*1050000\*I\*16000\*WXYZCO\

Or the shortened version (when you are paying Tax only)

TXP\*000000123456789\*00240\*191231\*T\*1210050\*WXYZCO\